



## COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

<b>TITLE:</b> PROMOTION	<b>GENERAL ORDER NUMBER:</b> 302
<b>REFERENCES:</b>	<b>EFFECTIVE DATE:</b> 06/01/2016
<b>REVIEW DATE:</b> 01/01/2019	<b>DISTRIBUTION:</b> A

The Columbia Heights Police Department shall identify the authority and responsibility for the promotional process, and establish principles and guidelines for the development of an efficient and fair promotional process.

### 302:1 Professional and Legal

#### 302:11 Authority and Responsibility

The Columbia Heights Police Department and the Human Resources Department shall have the authority and responsibility for administering the promotional process for the Columbia Heights Police Department.

#### 302:12 Maintenance of Procedures

The administering authority for the promotional process shall maintain procedures for the following:

- Evaluating the promotional potential of candidates;
- Administering written tests, if any;
- Using assessment centers, if any;
- Conducting oral interviews;
- Providing procedures for review and appeal of results for each promotional element by candidates;
- Establishing procedures for re-application, retesting, and re-evaluation; and
- Determining promotional eligibility for vacancies where lateral entry is permitted.

#### 302:13 Elements of Evaluation

All elements used to evaluate candidates for promotion shall be job related and nondiscriminatory.

#### 302:14 Requirements to Establish Written

##### Criteria and Procedures

The Columbia Heights Police Department and the Human Resources Department shall establish written criteria and procedures for the development and use of eligibility lists, if any.

#### BY ORDER OF:

Scott Nadeau, Chief of Police

[Back to Top](#)